

Littleton Center
2255 West Berry Ave.
Littleton, CO 80120

DRAFT Meeting Minutes
Littleton Downtown Development Authority
Board of Directors Meeting
Weds, February 22, 2023 | 4:00 PM

1. Call to Order

The meeting was called to order at 4:01 PM by Chair Ruth Graham

2. Roll Call

Present: 9 - Chair Ruth Graham, First Vice Chair Rob Stieg (video conference), Second Vice Chair Brett Murphy, Treasurer Cheryl Calhoun, Secretary Krista Falkenstine, Members Greg Reinke, John Matthews, Catharina Hughey, and Council Member Patrick Driscoll (video conference)

Absent: 1 - Member Pablo Undurraga, excused

**Council Member Driscoll is a non-voting member unless needed to break a tie*

3. Public Comment

Dave Evans, Littleton Station HOA - reminded the board that a document of questions and concerns regarding Littleton Station's inclusion in the DDA district boundaries has been submitted to the board. He requested that the board please reach out if clarification is needed.

Pam Chadbourne, Downtown Resident and owner - would like the board to consider Historic preservation in future planning efforts. A handout was delivered to the board re: historic preservation benefits.

4. Consideration of Minutes

The meeting minutes for February 13, 2023 were considered. A motion for approval was made by Member Greg Reinke and seconded by Member John Matthews. The approval of the meeting minutes passed unanimously.

5. Legal Organization

a. LDDA Rules of Procedure

A motion to adopt the Rules of Procedure to govern the Littleton Downtown Development Authority was made by Member Krista Falkenstine and seconded by Member Greg Reinke. The Rules of Procedure were approved unanimously.

b. Foundational Documents

Foundational documents for the organization were discussed including conflict of interest disclosures. Legal Counsel Lisa Mayers answered questions regarding the necessity of and reasoning behind making conflict disclosures.

c. LDDA Insurance

LDDA contract staff member Jenny Starkey reviewed two options for general organizational liability insurance. Board members requested quotes to be obtained from insurance providers located within the DDA's district boundaries and quotes will be provided to board members at a subsequent meeting.

6. City Partnership

a. Intergovernmental Agreement (IGA)

LDDA Legal Counsel Lisa Mayers reviewed the draft IGA document with the board for discussion and questions. The board has determined that they will review individually and discuss at the upcoming meeting on March 8, 2023.

7. LDDA Director Update

LDDA contract staff member Jenny Starkey gave an update on daily operations including:

- LDDA communications and website: currently held by a volunteer from the steering committee that has requested for LDDA to resume ownership. A meeting to determine transfer of ownership of site and email addresses associated with LDDA is set for February 24 and an update will be provided to the board via email.
- The board acknowledged that the Littleton Station document has been provided to all board members via email for review and a response will be provided after foundational elements of organization are in place.
- Reminder to the board that considerations need to be made for meeting cadence for the remainder of the year as well as determining a new meeting location.
- Upcoming meetings:
 - March 8, 2023 location TBD, 4-5:30pm
 - March 22, 2023 location TBD, 4-5:30pm

8. The meeting adjourned at 5:46 PM

The public is invited to attend all regular meetings or study sessions of the city council or any city authority, board, or commission. Please call 303-795-3780 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting. For any additional information concerning city meetings, please call the city clerk's office at the above referenced number.